

# Miami Township Fire and EMS Operating Procedures



**TITLE:**

POST INCIDENT ANALYSIS OPERATING PROCEDURE

#1101

**EFFECTIVE DATE:**

01/01/2014

**DATE AMENDED:**

09/18/2015

**REVIEW DATE:**

03/18/2016

**APPROVED BY:**

Chief Steve Kelly

*This Operating Procedure shall take effect immediately and shall remain in effect until superseded.*

## PURPOSE

Establish an Operating Procedure (OP) for incident review to reinforce department Procedures, identify successful actions taken and to identify methods to improve the effectiveness of department operations. A Post Incident Analysis (PIA) is NOT a disciplinary process.

## SCOPE

This OP applies any incident in which actions and operations are performed by department personnel within Miami Township.

## DEFINITIONS

### Post Incident Analysis

The reconstruction of an incident to assess the chain of events, methods use to control an incident and how the action of emergency personnel contributed to the outcome of the event.

## PROCEDURE

### A. Objectives Of The Post Incident Analysis

A PIA, formal or informal, shall include the following objectives:

1. Set a positive atmosphere for the purpose of improving future operations.
2. Reconstruct the operations at an incident to determine the events that occurred, the strategy and tactics used, the tasks performed and the results of the operation.
3. Create an environment that promotes improvement from analysis of what went wrong and reinforce Procedures from analysis of what went right.

### B. Incidents Necessitating A Post Incident Analysis

A Formal PIA will be conducted for, but is not limited to, any of the following incidents:

1. All structure fires.
2. Incidents in structures where the fire protection features influenced the outcome.
3. Fires with injuries or a fatality (civilian and/or fire fighter).
4. Incidents with unusual circumstances or unexpected development.
5. Technical rescues.
6. Significant EMS responses, such as an MCI incident.
7. Hazardous material incidents.
8. Any large-scale incidents that significantly tax the resources and capabilities of the department.



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A PIA can also be initiated, as deemed necessary, by the Fire Chief, Assistant Fire Chief, Shift Supervisor and Training Division.

A non-formal PIA can be initiated at the company level as deemed necessary by department members who responded to an incident.

### **C. Conducting A Post Incident Analysis:**

1. Any available radio traffic shall be obtained for the incident under review.
2. Ideally the PIA should occur as soon as possible after an incident to assure that department members can adequately recall the event.
  - a. A period of six to twelve (6-12) days is optimal. This time frame may be extended based upon the circumstances of the incident.
3. The PIA should follow the format of and discuss the items listed in the PIA Form.
4. It is not preferable for the PIA to be facilitated by the Incident Commander. The PIA should be conducted by someone not specifically involved in the incident and include the following personnel:
  - a. Shift Supervisor if not the Incident Commander of the incident.
  - b. A non-biased staff member (Chief Officer, Training Officer) may be used to facilitate the analysis.
  - c. Any department member directly involved in the incident.
  - d. A member of the Operating Procedures Committee that does not include a member who was part of the incident or shift under review.
  - e. The PIA should address the key points included on the PIA Form.

### **5. NFPA 1710**

Whenever a fire incident is under review, the incident shall be compared to the requirements of NFPA 1710.

The NFPA Comparison Chart, located on the PIA Form, shall be used.

The fire incident under review shall be analyzed against the following subject matter of NFPA 1710:

- a. A turn-out time of less than 120 seconds.
- b. The arrival of the first due engine company within 4 minutes from enroute time.
- c. The arrival of the full 1<sup>st</sup> alarm assignment (15 personnel) within 8 minutes from enroute time.
  - (1) Incident Command
  - (4) 1<sup>st</sup> and 2<sup>nd</sup> hand line staffed by 2 firefighters each
  - (1) Water supply
  - (2) Support personnel for 1<sup>st</sup> and 2<sup>nd</sup> hand lines
  - (2) Search and Rescue



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- (2) Ventilation
- (2) Rapid Intervention Team
- (1) Aerial Operator (if applicable)

d. The results of the comparison shall be documented on the PIA Form.

### **D. Completion Of The Post Incident Analysis**

1. The PIA Form should be forwarded, along with the training attendance sheet, to the Training Captain.
2. A summary should be typed based upon the discussion of the respective incident. The summary should be saved as a PDF in the following format Incident Date Shift Incident Type (12-12-2013\_Shift 3\_Structure Fire).
3. The summary should be saved in the Post Incident Analysis Folder located in the Training-Resources Announcements Folder of the G:drive (*G:\Training Resources-Announcements\Post Incident Analysis*).

### **E. Continuous Quality Improvement**

1. All dispatched structure fires and actual structure fires occurring in Miami Township will be reviewed by the Operating Procedure Committee in a Continuous Quality Improvement (CQI) capacity.

### **F. Forms**

All forms are located in the Post Incident Analysis Folder located in the Training-Resources Announcements Folder of the G:drive (*G:\Training Resources-Announcements\Post Incident Analysis*).

1. Post Incident Analysis Form
2. Outline For Conducting A Post Incident Analysis
3. Operating Procedure CQI Post Incident Analysis Form